RECORDS MANAGEMENT CONFERENCE

20 NOV 1967

BACKGROUND OF RECORDS MANAGEMENT OFFICERS

1. NAME	2. POSITION TITLE	3. OFFICE
▮▮▮▮▮▮▮▮▮	Intel. Analyst Supervisor	DDP/FID

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4. IMMEDIATE SUPERVISOR

NAME	BUILDING	ROOM
▮▮▮▮▮▮▮	Headquarters	7 B 44
TITLE Deputy For Plans and Policy	**OFFICE** DDP/FID	

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5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM

X	FORMS MANAGEMENT	X	VITAL RECORDS SCHEDULES AND DEPOSITS
X	CORRESPONDENCE IMPROVEMENT	X	RECORDS CONTROL SCHEDULES
X	REPORTS CONTROL	X	RECORDS RETIREMENT ACTIVITIES
X	FILE SYSTEMS	X	MAIL OPERATIONS
X	FILE EQUIPMENT AND SUPPLIES		SUPPLEMENTAL DISTRIBUTION
X	RECORDS SURVEYS	X	OTHER RECORDS MANAGEMENT SERVICES (specify)
X	REGULATORY ISSUANCES		Provide advice and guidance on records
	AUTOMATION DEVELOPMENT NEW EXISTING		problems, policy, systems and procedures.

6. OTHER OFFICE RESPONSIBILITIES (list them in general terms)

Chief, FI/D Registry
Records Officer

Conduct and arrange for briefings and tours on records handling in the Clandestine Services and Central Reference Service.

7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES
.60%. OR HOURS PER WEEK SPENT ON RECORDS PROGRAM

8. RECORDS MANAGEMENT EXPERIENCE (From present to the past)

FROM - TO	GRADE	POSITION OR DUTIES	COMPONENT
Jul'65-Present	GS-11	See Attachment A	FI/D
Apr'62-Jul'65	GS-11	" " B	WH
Sep'59-Apr'62	GS-11	Records Management Analyst	RID
Mar'59-Sep'59	GS-11	On the job training with RMS-(Covering Principal Elements of Records Management, namely, forms, reports and correspondence management, file systems and file classification plans, records disposition and vital records)	RMS
Sep'58-Mar'59	GS-11	Chief, RID Destruction Unit	RID
Oct'55-Sep'58	GS-11	Area Records Officer - Chief, ▮▮▮▮ Station Registry	EE
Aug'52-Oct'55	GS-11	Area Records Officer-Chief, EE Registry	EE
Feb'51-Aug'52	GS-09	Records Management	ODM
Feb'46-Feb'51	GS-04 GS-07	Document Classifier - Chief Clerk	Dept. Army
Jan'43-Feb'46	T/3	Document Classifier	

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OCTOBER 1967

RECORDS PROGRAM TRAINING

9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED YES NO	YEAR
RECORDS MANAGEMENT	X	
FORM AND GUIDE LETTERS	X	
CORRESPONDENCE MANAGEMENT	X	
SPEEDING THE MAIL	X	
FORMS ANALYSIS AND DESIGN	X	
FORMS IMPROVEMENT	X	
FORMS FOR AUTOMATION	X	
DIRECTIVES SYSTEMS IMPROVEMENT	X	
HOW TO IMPROVE WRITTEN INSTRUCTIONS	X	
MODERNIZING MANAGEMENT REPORTS	X	
OFFICE INFORMATION RETRIEVAL	X	
FILES IMPROVEMENT	X	
RECORDS DISPOSITION	X	
SOURCE DATA AUTOMATION	X	
MECHANIZING PAPERWORK SYSTEMS	X	
MANAGING AN OFFICE MACHINE PROGRAM	X	
OTHER (list) Sixth Institute on Records Management jointly sponsored by National Archives and Records Service and American University	X	1959

10. INTERNAL TRAINING ON RECORDS MANAGEMENT		
Admin Course.		1952
Training Program in Records Management.		1953
On the job Training Course, Records Management		1959
Analysis conducted by members of the Records Management Staff.		
Clandestine Services Records Officer Course.		1962
Records Management Conference		1967

11. AUTOMATION TRAINING (Internal or External)		
A general understanding of the basic concepts and techniques of ADP through briefings and tours conducted by the RID Training Officer.		